



King County

How to Submit eWorking Copies After E-Filing a Document

After e-filing into a King County Superior Court case, you may submit eWorking Copies to your Judge or calendar via the eFiling application. Your eWorking Copies are considered received by the Court as soon as they are received by the Clerk. Please note that all local rules determining your deadlines for submission of working copies apply. A service charge of \$20.00 is assessed for each eWorking Copies set submitted, plus the eCommerce transaction fee of \$2.49 for use of a credit card or \$1.99 for an internet check. For additional information, please visit: www.kingcounty.gov/courts/Clerk/E-Working%20Copies or call: 206-205-8421.

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS
Save or print this confirmation receipt for your file.
help.
Please do not use your browser's 'Back' button.
start over.

STATUS
Case Number 10-2-00040-2
Case Title Patterson Contract vs Joe Public
Document Description MOTION OF
File Name Patterson Motion.pdf
Document Description DECLARATION OF JOE PATTERSON
File Name Patterson Declaration.pdf

E-File Documents into an Existing Case

Progress: 100%

Thank you. Your document(s) has been received by the Clerk.

Click here to submit your Working Copies electronically
Click here to submit documents to Ex Parte via the Clerk
Click here to E-Serve the documents you just e-filed

Confirmation Receipt

Case Number: 10-2-00040-2 Case Designation: KNT
Case Title: Patterson Contract vs Joe Public
Filed By: Penny Miller Submitted Date/Time: 6/20/2011 4:43:50 PM
Received Date/Time: 6/21/2011 9:00:00 AM
User ID: pmiller WSBA #: 4523

Document Type	File Name	Attachment(s)	Cost
MOTION OF	Patterson Motion.pdf		0.00
DECLARATION OF JOE PATTERSON	Patterson Declaration.pdf		0.00

Start Your Working Copies Submission from the 'E-File Into an Existing Case' 'Confirmation Receipt' page

- When your e-filing is complete, select 'Click here to submit your Working Copies electronically' to proceed to eWorking Copies.

OR

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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Superior Court Clerk's Office

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My Cases - Filing Status

E-File Progress E-File Status Ex Parte Status WCopies Status

Document(s) submitted to the Clerk. Select Status column link for additional information.

E-Service Working Copy Ex Parte	Case Number	Submitted Date/Time	Received Date/Time	Status	Document Type	File Name
E-Serve WCopies EXP	10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 04:43:50 PM	06/21/2011 09:00:00 AM	Pending	MOTION OF	Patterson Motion.pdf
E-Serve WCopies EXP	10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 04:43:50 PM	06/21/2011 09:00:00 AM	Pending	DECLARATION OF JOE PATTERSON	Patterson Declaration.pdf
E-Serve WCopies EXP	10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 04:30:54 PM	06/20/2011 04:30:54 PM	Pending	MOTION TO COMPEL	PC Compel Motion.pdf
E-Serve WCopies EXP	10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 04:30:54 PM	06/20/2011 04:30:54 PM	Pending	DECLARATION OF RE PATTERSON	Patterson Declaration.pdf

Start Your Working Copies with Previously E-Filed Documents

- For documents filed within 30 days, you may access eWorking Copies by clicking on 'My Cases'.
- Select 'E-File Status' tab.
- Then select the 'WCopies' link on the left hand side of an e-filed document you would like to include in your eWorking Copies submission.

How to Submit eWorking Copies After E-Filing a Document

Enter Hearing Information

- Select the hearing location from the options provided.
- Enter the hearing date by clicking the calendar icon and selecting the date of your hearing.
- Select whether your hearing is to be heard by an assigned judge **or** on a court calendar. If you choose an assigned judge, please type in the name.
- Select whether your hearing is **with** or **without** oral argument. If '**With Oral Argument**' is selected, choose the correct time from the drop down options.
- Select the Submission Type by selecting the corresponding radio button.
- When finished click '**Next**'.



HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service

INSTRUCTIONS

Please do not use your browser's 'Back' button

Adobe Get Adobe Reader

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Court Hearing Information

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Hearing Location and Date

Location of hearing: Seattle - SEA Hearing Date: 7/6/2011

Judge or Calendar

☒ Judge Yu ☐ Calendar Chief Civil

Hearing Type

☒ With Oral Argument 1:30 PM ☐ Without Oral Argument

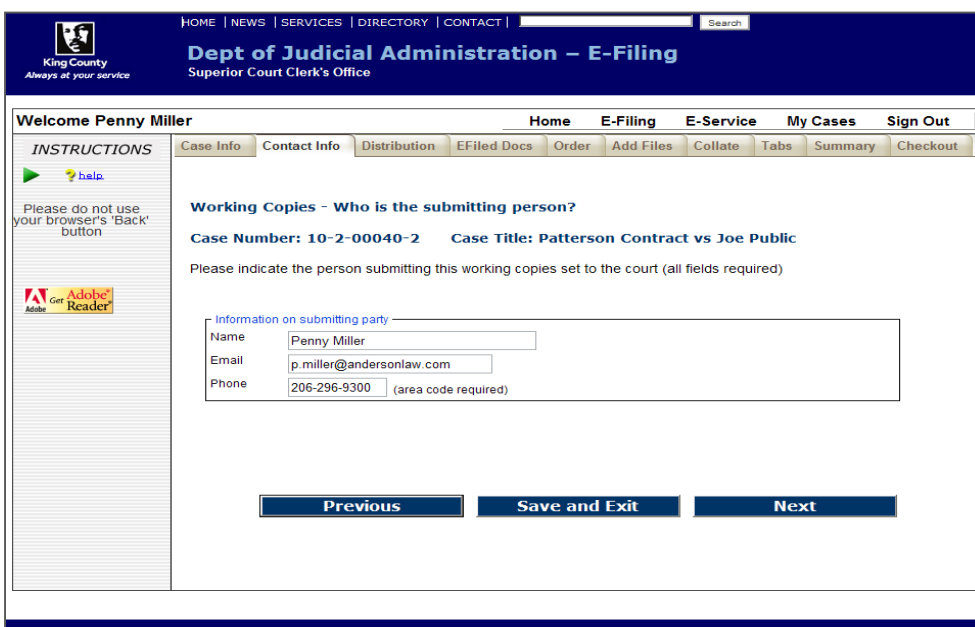
Submission Type

☒ Motion ☐ Motion for Summary Judgment ☐ Response ☐ Reply ☐ Other

Go Home Save and Exit Next

Enter Contact Information

- Enter the contact information for the person who can be reached in the event the Clerk has a question about the eWorking Copies submission.
- When finished click '**Next**'.



HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

Please do not use your browser's 'Back' button

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Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Who is the submitting person?

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public


Please indicate the person submitting this working copies set to the court (all fields required)

Information on submitting party

Name Penny Miller
Email p.miller@andersonlaw.com
Phone 206-296-9300 (area code required)

Previous Save and Exit Next

How to Submit eWorking Copies After E-Filing a Document



HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

King County
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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info **Distribution** Documents Order Add Files Collate Tabs Summary Checkout

Working Copies - Distribution List

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Add yourself and up to four additional recipients to receive copies of the signed order

Distribution List

No contacts have been added

First Name: Penny
Last Name: Miller
Address: 516 3rd Ave
Address2:
City: Seattle
State: Washington
Zip: 98104
Email: p.miller@andersonlaw.com
Phone: 206-296-9300 (area code required)

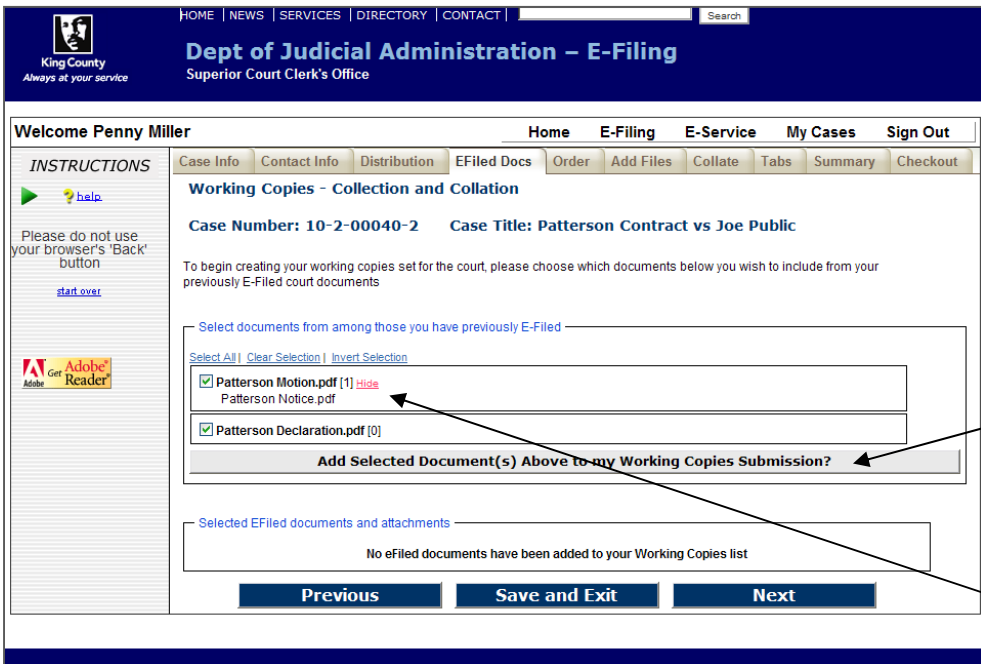
* Required Fields

Add Contact

Previous Save and Exit Next

Enter Address Information

- At the Distribution List screen, you may provide up to five addresses for persons you would like to receive a copy of the signed order. At least one address is required.
- To create an address label fill in the required name and address fields. When complete click **'Add Contact'**.
- The address information will appear in the **'Distribution List'**. Repeat the process for each mailing address.
- When finished click **'Next'**.



HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

King County
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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution **EFiled Docs** Order Add Files Collate Tabs Summary Checkout

Working Copies - Collection and Collation

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

To begin creating your working copies set for the court, please choose which documents below you wish to include from your previously E-Filed court documents

Select documents from among those you have previously E-Filed

Select All | Clear Selection | Invert Selection

☒ Patterson Motion.pdf [1] [Hide](#)
Patterson Notice.pdf

☒ Patterson Declaration.pdf [0]

Add Selected Document(s) Above to my Working Copies Submission?

Selected EFiled documents and attachments

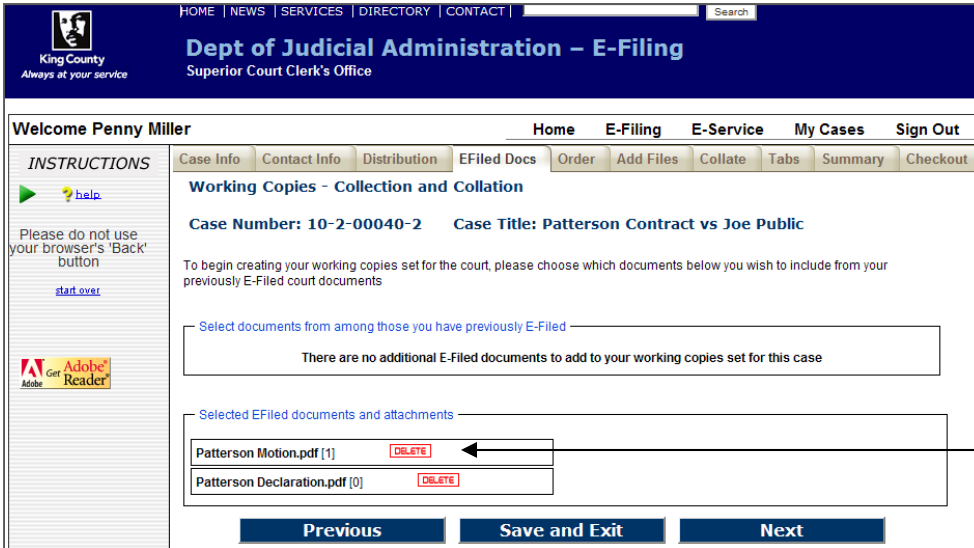
No eFiled documents have been added to your Working Copies list

Previous Save and Exit Next

Adding E-filed Documents

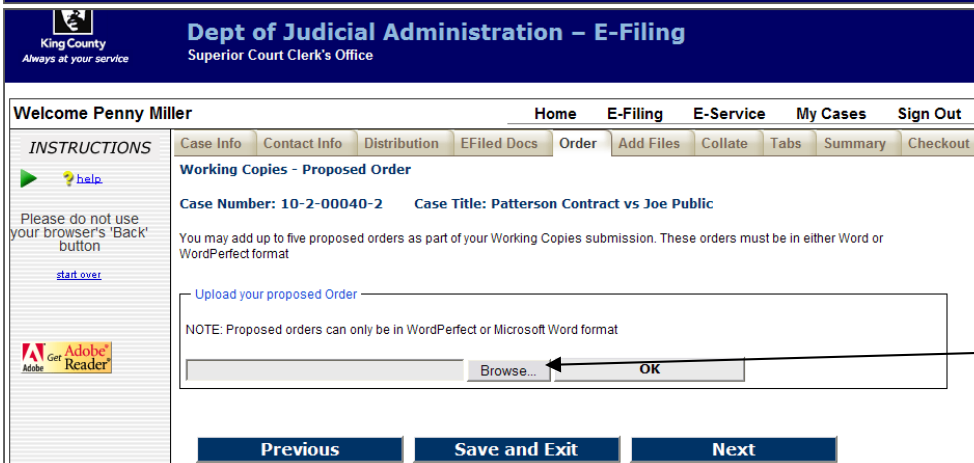
- At the E-Filed Docs screen you will see a list of e-filed documents. Place a checkmark next to the documents you want to include in the working copies submission.
- Click the **'Add Selected Document(s) Above to my Working Copies Submission'** button.
- To see the e-filed attachment document(s) file name(s), click **'view'**

How to Submit eWorking Copies After E-Filing a Document



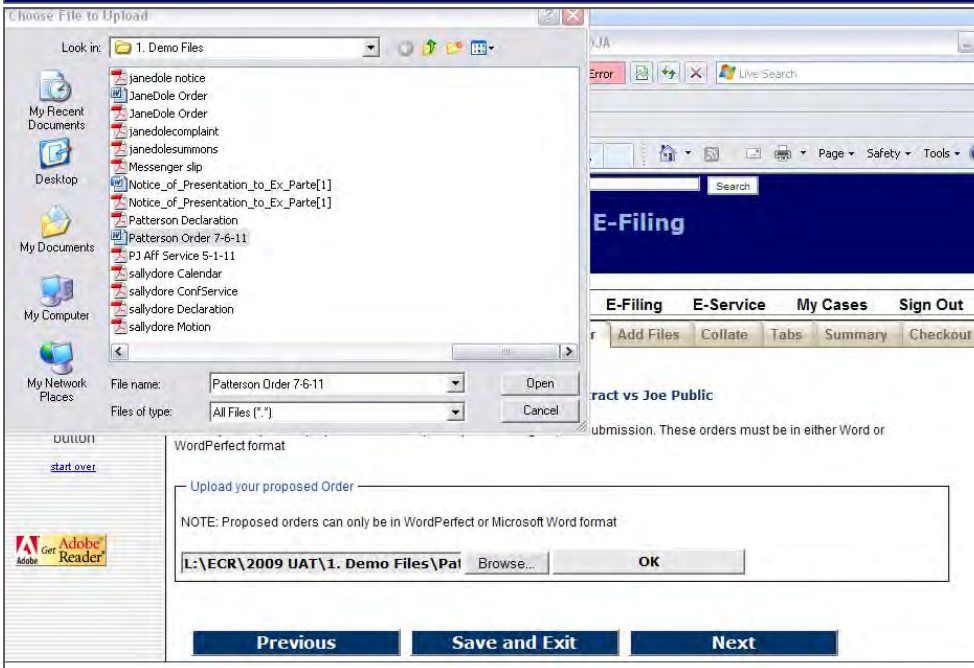
Selected E-filed Documents

- After selecting the e-filed documents you wish to submit, you will see the selected documents listed.
- You may remove a document from the submission by clicking 'DELETE'



Upload Proposed Order(s)


- Proposed Order(s) must be MS Word (.doc or .docx) or WordPerfect (.wpd or .wpdx) files.
- Click 'Browse' to open a 'Choose File' window on your computer, which allows you to upload the document(s).



Choose Document

- Browse your computer or network drive to locate the document you wish to upload as a proposed order.
- After choosing the document click 'Open'.
- The chosen file name and location will be displayed in the 'Document File Name:' field.
- Click 'OK'.

How to Submit eWorking Copies After E-Filing a Document



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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Proposed Order

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

You may add up to five proposed orders as part of your Working Copies submission. These orders must be in either Word or WordPerfect format

Upload your proposed Order

NOTE: Proposed orders can only be in WordPerfect or Microsoft Word format

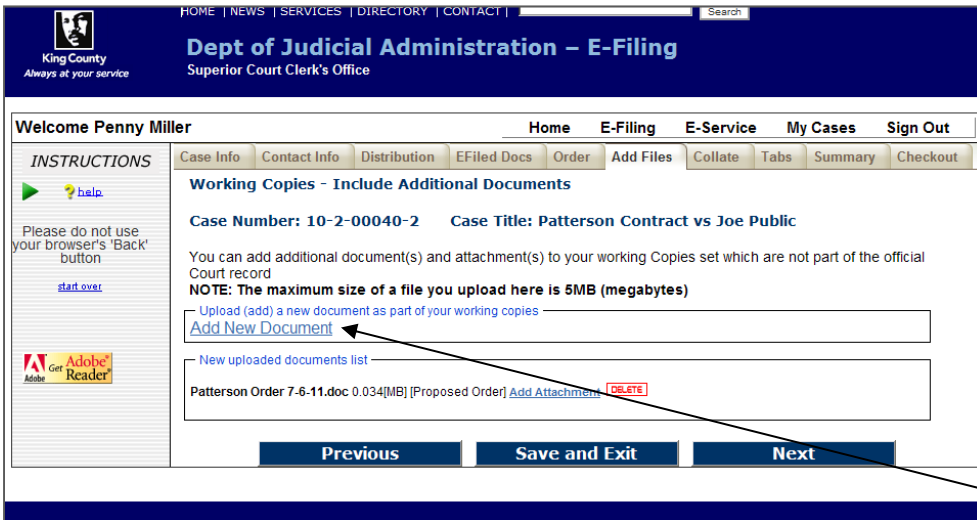
Browse... OK

Patterson Order 7-6-11.doc 35328 DELETE

Previous Save and Exit Next

Proposed Orders

- You may add up to 5 proposed orders. Orders must be in MS Word or WordPerfect file format.
- When finished click '**Next**'.



HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Include Additional Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official Court record

NOTE: The maximum size of a file you upload here is 5MB (megabytes)

Upload (add) a new document as part of your working copies

Add New Document

New uploaded documents list

Patterson Order 7-6-11.doc 0.034[MB] [Proposed Order] Add Attachment DELETE

Previous Save and Exit Next

Include Additional Documents

- You may include additional documents to your working copies submission for consideration.
- If you do not have any additional documents to add you may click '**Next**'.
- To add additional documents, click '**Add New Document**' link.



HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Include Additional Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official Court record

NOTE: The maximum size of a file you upload here is 5MB (megabytes)

Upload (add) a new document as part of your working copies

Add New Document

Add document to your Working Copies Set

Browse on your local computer and choose a document you wish to include in your working copies. NOTE: Only Adobe Acrobat or tiff format files are accepted.

Browse... Add Document Cancel

New uploaded documents list

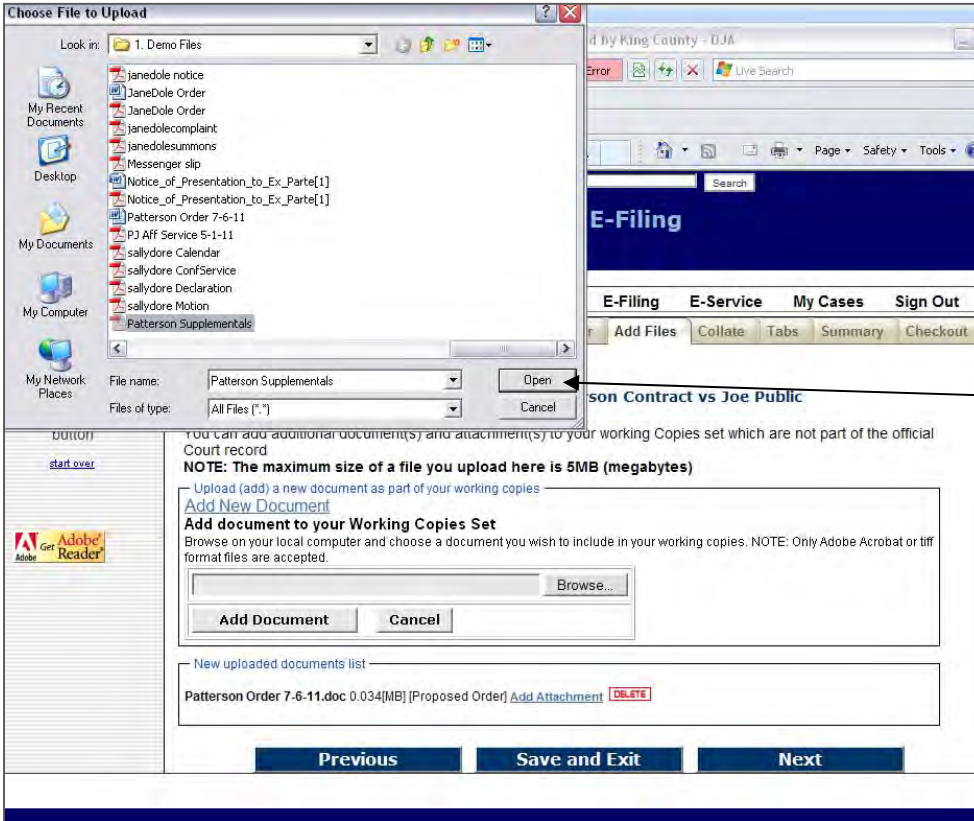
Patterson Order 7-6-11.doc 0.034[MB] [Proposed Order] Add Attachment DELETE

Previous Save and Exit Next

Locate Additional Document

- Click '**Browse**' to open a '**Choose File**' window on your computer, which will allow you to upload the selected document.

How to Submit eWorking Copies After E-Filing a Document



Choose File to Upload

Look in: 1. Demo Files

File name: Patterson Supplementals

Files of type: All Files (*.*)

Open Cancel

E-Filing

E-Filing E-Service My Cases Sign Out

Add Files Collate Tabs Summary Checkout

son Contract vs Joe Public

You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official Court record.

NOTE: The maximum size of a file you upload here is 5MB (megabytes)

Upload (add) a new document as part of your working copies

[Add New Document](#)

Add document to your Working Copies Set

Browse on your local computer and choose a document you wish to include in your working copies. NOTE: Only Adobe Acrobat or tiff format files are accepted.

Browse...

Add Document Cancel


New uploaded documents list

Patterson Order 7-6-11.doc 0.034[MB] [Proposed Order] [Add Attachment](#) [DELETE](#)

Previous Save and Exit Next

Choose Document

- Browse your computer or network drive to locate the document you wish to upload to your working copies submission.
- After choosing the document click **'Open'**.



HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

King County
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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Include Additional Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

You can add additional document(s) and attachment(s) to your working Copies set which are not part of the official Court record.

NOTE: The maximum size of a file you upload here is 5MB (megabytes)

Upload (add) a new document as part of your working copies

[Add New Document](#)

Add document to your Working Copies Set

Browse on your local computer and choose a document you wish to include in your working copies. NOTE: Only Adobe Acrobat or tiff format files are accepted.

L:\ECR\2009 UAT\1. Demo Files\Patterson Si Browse...

Add Document Cancel

New uploaded documents list

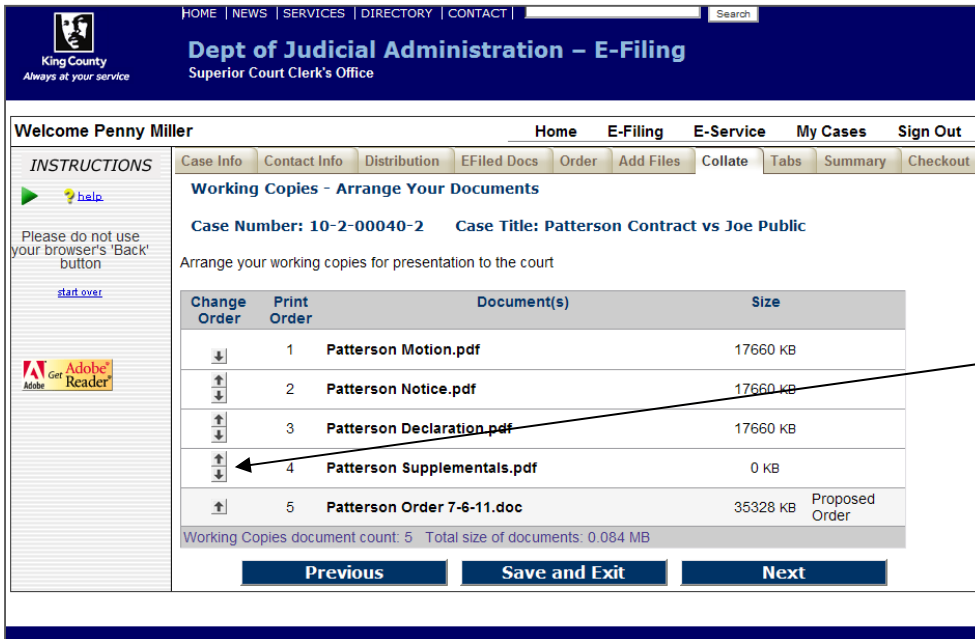
Patterson Order 7-6-11.doc 0.034[MB] [Proposed Order] [Add Attachment](#) [DELETE](#)

Previous Save and Exit Next

Upload Document

- The chosen file name and location will be displayed in the **'Document File Name:'** field.
- Click **'Add Document'**
- Repeat steps to add additional documents.
- When finished click **'Next'**.

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HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Arrange Your Documents

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Arrange your working copies for presentation to the court

Change Order	Print Order	Document(s)	Size
↓	1	Patterson Motion.pdf	17660 KB
↑	2	Patterson Notice.pdf	17660 KB
↓	3	Patterson Declaration.pdf	17660 KB
↑	4	Patterson Supplementals.pdf	0 KB
↑	5	Patterson Order 7-6-11.doc	35328 KB Proposed Order

Working Copies document count: 5 Total size of documents: 0.084 MB

Previous Save and Exit Next

Collate Documents

- You can organize the order in which your documents will be presented to the court.
- Use the arrow buttons to move the document priority up and down in this list.
- When finished click 'Next'.



HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Create and Insert Tabs

Case Number: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Manage the location and type of tabs for your working copies. Your tabs can be inserted between documents, and/or within a document. Your first choice is to determine which type of tabs you wish to use: Alpha tabs, which will auto-order the tab names beginning with A; numeric tabs, which will auto-order the tab names beginning with 1; or custom, where the tab names are entirely free-form and must be defined in each tab by you.

Print Tab Type: Alpha Update View

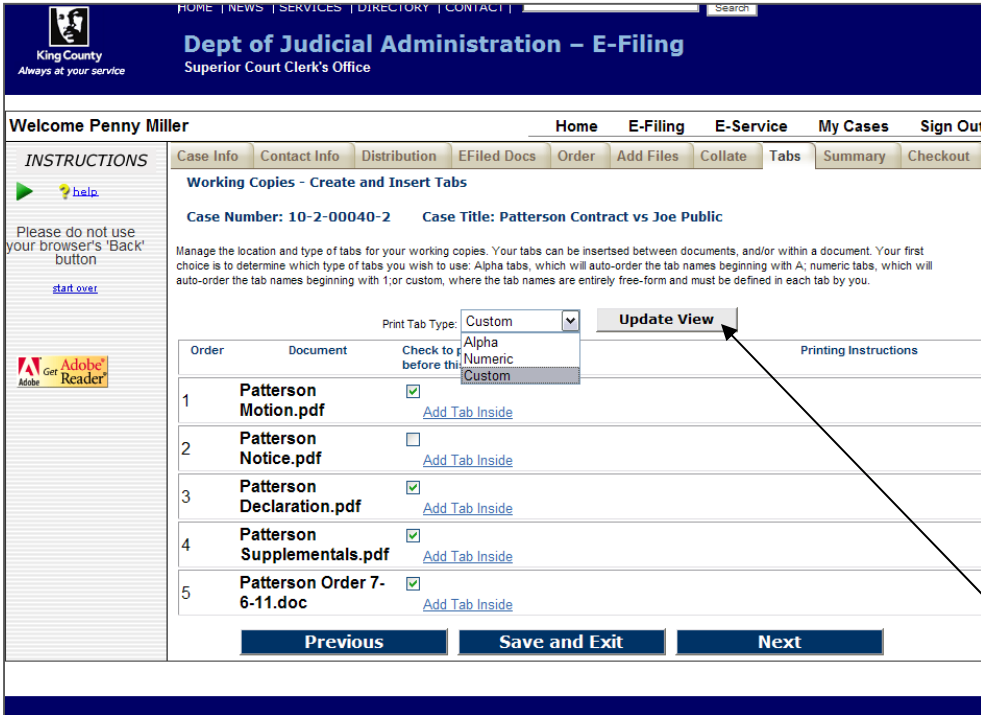
Order	Document	Check to place a tab before this document	Printing Instructions
1	Patterson Motion.pdf	<input type="checkbox"/> Add Tab Inside	
2	Patterson Notice.pdf	<input type="checkbox"/> Add Tab Inside	
3	Patterson Declaration.pdf	<input type="checkbox"/> Add Tab Inside	
4	Patterson Supplementals.pdf	<input type="checkbox"/> Add Tab Inside	
5	Patterson Order 7-6-11.doc	<input type="checkbox"/> Add Tab Inside	

Previous Save and Exit Next

Add Tabs to Your Submission

- You may identify tabs to be printed and included with your submission.
- You are able to choose 'Outside' or 'Inside' tabs, or a combination of both types of tabs.

How to Submit eWorking Copies After E-Filing a Document



HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

help.

Please do not use your browser's 'Back' button

start over

Adobe Reader

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

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Print Tab Type: Custom

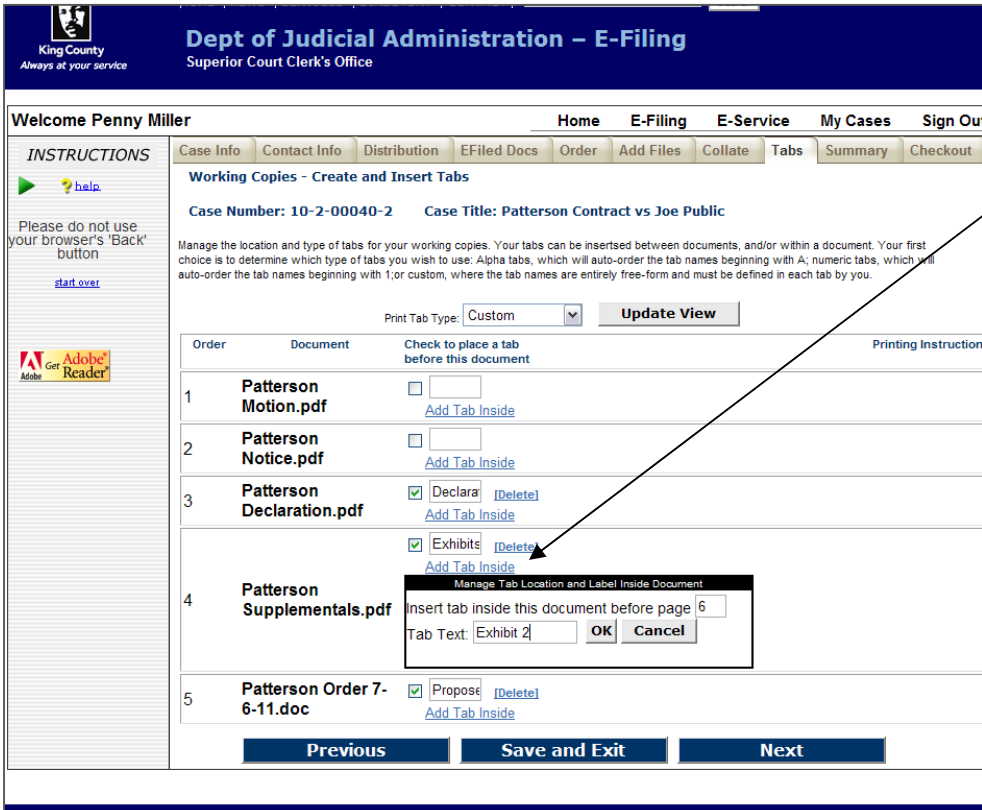
Update View

Order	Document	Check to place a tab before this document	Printing Instructions
1	Patterson Motion.pdf	<input checked="" type="checkbox"/>	Add Tab Inside
2	Patterson Notice.pdf	<input type="checkbox"/>	Add Tab Inside
3	Patterson Declaration.pdf	<input checked="" type="checkbox"/>	Add Tab Inside
4	Patterson Supplementals.pdf	<input checked="" type="checkbox"/>	Add Tab Inside
5	Patterson Order 7-6-11.doc	<input checked="" type="checkbox"/>	Add Tab Inside

Previous Save and Exit Next

Outside Tabs

- Place a checkmark next to the documents you wish to be preceded by an outside tab.
- Outside tabs can be *letters* from "A" to "Z", *numbers* from "1" up, or *custom text* up to 25 characters.
- You may select only one of these 3 options for outside tabs.
- Click 'Update View' to activate your selection.



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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

INSTRUCTIONS

help.

Please do not use your browser's 'Back' button

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Adobe Reader

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

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Print Tab Type: Custom

Update View

Order	Document	Check to place a tab before this document	Printing Instructions
1	Patterson Motion.pdf	<input type="checkbox"/>	Add Tab Inside
2	Patterson Notice.pdf	<input type="checkbox"/>	Add Tab Inside
3	Patterson Declaration.pdf	<input checked="" type="checkbox"/>	Declare Delete Add Tab Inside
4	Patterson Supplementals.pdf	<input checked="" type="checkbox"/>	Exhibits Delete Add Tab Inside
5	Patterson Order 7-6-11.doc	<input checked="" type="checkbox"/>	Propose Delete Add Tab Inside

Previous Save and Exit Next

Inside Tabs

- Click 'Add Tab Inside'
- Enter the document page number where you wish to add a tab.
- Inside tabs are placed *prior* to the selected pages.
- Inside tab text is always custom.
- You may add as many inside tabs as necessary in your document.
- When finished click 'Next'

How to Submit eWorking Copies After E-Filing a Document

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Summary of Working Copies Files and printing options [PRINT](#)

UNOFFICIAL - NOT YET COMPLETE

Case Information

Case Title: Patterson Contract vs Joe Public
Case Number: 10-2-00040-2
Judge: Yu
Oral Argument Time: 1:30 PM
Hearing Date: 7/6/2011
Hearing Location: SEA
Type of Submission: motion
Submitting Party: Penny Miller Phone: 206-296-9300 Email: p.miller@andersonlaw.com

Costs and Fees

Working Copies submission and printing costs are \$20. In addition there is a \$2.49 ecommerce transaction fee assessed for credit cards and 1.49 for internet checks.

Distribution List

Penny Miller
516 Third Ave
Seattle WA 98104

Printing Instructions

Print Order	Document Name
1	Patterson Motion.pdf
2	Patterson Notice.pdf
3	Patterson Declaration.pdf <ul style="list-style-type: none"> Before this document. Tab Text: Declaration
4	Patterson Supplementals.pdf <ul style="list-style-type: none"> Before this document. Tab Text: Exhibit 1 Inside this document before page 6 Tab Text: Exhibit 2
5	Patterson Order 7-6-11.doc <ul style="list-style-type: none"> Before this document. Tab Text: Proposed Order

Previous Save and Exit Next

Review the Summary Screen

- Confirm all of the submission information is correct.
- If corrections are needed, you may use the 'Previous' button to navigate back to any of the previous screens.
- When finished click 'Next'.

HOME | NEWS | SERVICES | DIRECTORY | CONTACT | Search

King County
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Dept of Judicial Administration – E-Filing
Superior Court Clerk's Office

Welcome Penny Miller

Home E-Filing E-Service My Cases Sign Out

Case Info Contact Info Distribution EFiled Docs Order Add Files Collate Tabs Summary Checkout

Working Copies - Checkout

You have not yet submitted your working copies for printing and delivery to the court!

To complete this process you must Purchase this service by clicking on the "Purchase this Working Copies Request" button below

☐ Payment Voucher

Previous Save and Exit

Purchase this Working Copies Request Now

Continue to eCommerce

- Click 'Purchase this Working Copies Request Now' to continue.
- You then will be redirected to the King County's eCommerce screen, where you will begin the payment process for the eWorking Copies transaction.
- Pre-approved government agencies may pay using a voucher by checking 'Payment Voucher'.



King County

How to Submit eWorking Copies After E-Filing a Document

Payment Method >>	Payment Details	Review	Confirmation	Cart	Help/FAQ
--------------------------------	------------------------	---------------	---------------------	-------------	-----------------

Select Payment Method

Payment Method	<div>Credit Card</div> <div>Credit Card</div> <div>Internet Check</div>
-----------------------	---

Navigation

Cancel

Continue

Cart
Total: \$20.00

Item Count: 1

eCommerce Payment Method

- Select a payment method (Credit Card or Internet Check) and click 'Continue'.

King County Ecommerce Credit Card Payment					
Payment Method	Payment Details >>	Review	Confirmation	Cart	Help/FAQ

Personal Information

Payment Account Type	Personal
Contact First Name	Penny
Contact Last Name	Miller
Business Name	NA
Day time phone	206-296-9300
Email	p.miller@andersonlaw.com
Confirm Email	p.miller@andersonlaw.com

Address Information

Address	516 Third Ave
Address 2	
City	Seattle
State/Province	WASHINGTON
Zip Code	98104

Payment Account Information

Accepted Cards	
Credit Card Number	4055011111111111
Verification Code	123 Help with this field
Expiration Month	01
Expiration Year	2017

Navigation

Cancel

Continue

Cart
Total: \$22.49

Item Count: 1
Convenience Fee: \$2.49

Payment Information

- Enter the requested information. When finished click 'Continue'.
- A eCommerce transaction fee will be added to the total based on payment method, \$2.49 for a credit card and \$1.49 for an Internet Check.

Payment Method	Payment Details	Review >>	Confirmation	Cart	Help/FAQ
-----------------------	------------------------	------------------------	---------------------	-------------	-----------------

Confirm Payment Information

Payment Amount	\$22.49
Name	Penny Miller
Daytime Phone	2062969300
Email	p.miller@andersonlaw.com
Address	516 Third Ave
Address 2	
City	Seattle
State	WA
Zip Code	98104

Credit Card Information

Card Card Number	4055011111111111
Verification Code	123
Expiration Month	01
Expiration Year	2017

Navigation

Important!	To ensure that your payment confirmation email is not blocked by a filter, please add our "From" e-mail address (KingCountyEcommerce@metrokc.gov) to your address book or safe list.
-------------------	--

Cancel

Submit

Cart
Total: \$22.49

Item Count: 1
Convenience Fee: \$2.49

Payment Review

- At the review screen, confirm your payment information and click 'Submit' to continue.

How to Submit eWorking Copies After E-Filing a Document

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Dept of Judicial Administration – E-Filing
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Case Information

OFFICIAL - PAYMENT COMPLETE

Case Title: Patterson Contract vs Joe Public
Case Number: 10-2-00040-2
Judge: Yu
Oral Argument Time: 1:30 PM
Hearing Date: 7/6/2011
Hearing Location: SEA
Type of Submission: motion
Submitting Party: Penny Miller Phone: 206-296-9300 Email: p.miller@andersonlaw.com

Payment Information

Working Copies submission paid on 6/20/2011 5:42:53 PM
Total Cost: \$22.49 (including convenience fee of \$2.49)
Payment Reference Number is 4005018254

Distribution List

Penny Miller
516 Third Ave
Seattle WA 98104

Printing Instructions

Print Order	Document Name/Size
1	Patterson Motion.pdf
2	Patterson Notice.pdf
3	Patterson Declaration.pdf Tabs have been defined: ■ Before this document. Tab Text: Declaration
4	Patterson Supplementals.pdf Tabs have been defined: ■ Before this document. Tab Text: Exhibit 1 ■ Inside this document before page 6 Tab Text: Exhibit 2
5	Patterson Order 7-6-11.doc Tabs have been defined: ■ Before this document. Tab Text: Proposed Order

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E-File Progress E-File Status Ex Parte Status **WCopies Status**

Document(s) pending or submitted to the Clerk. Select Status column link for additional information.

Case Number	Submitted Date/Time	Created Date/Time	Status	File Name
02-2-99999-9 TEST 1234		06/21/2011 07:36:03 AM	Not Submitted	
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Motion.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Notice.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Declaration.pdf
10-2-00040-2 Patterson Contract vs Joe Public	06/20/2011 05:42:53 PM	06/20/2011 05:00:47 PM	Submitted	Patterson Order 7-6-11.doc

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